

(Draft) Minutes of the Small Boat Safety Board Meeting

January 9, 2006

Conference Call

Board members present:

- LCDR Douglas Schleiger, SBSPC
- Wayne Hoggard, NMFS (SE Region)
- Don McMillan, NMFS (NE Region)
- Dennis Donahue, OAR
- John Shanahan, CA Officer (facilities)
- Dana Wilkes, NOS
- LT Daniel Price (representing Scott Sirois), Small Boat Engineer – East Coast
- Paul Parsons, Safety & Security Division Chief
- Mark Miller (future SBSPC)

Board members not present:

- Sylvester Burks, Fleet Inspection Office
- LT Jeremy Adams, NMAO (former SBSPC)

Contractors:

- Nico Corbijn, BMT Designers & Planners, Inc. PM

Agenda Items discussed:

1. Review of Minutes of SBSB Meeting held on Nov. 30 and Dec. 1, 2005 in Silver Spring, MD.
(Minutes included in agenda message.)

*SBSPC to send out minutes for review – document was not included in agenda message.
Minutes to be discussed during the proposed February 9 meeting.*

2. Status Update on Action Items:

- a. Operator Training Class (due March 2006)

Training Group (lead by Shanahan) will prepare basic operational training course and submit for review. Initial proposal is approximately two weeks behind schedule, but Shanahan set new submission date for January 19, 2006.

Training as proposed will include course outline, text book and presentation material and is a modified version of a USCG auxiliary training course although it is unlikely that this class will be taught by USCG personnel. Course will permit opportunity for certification upon completion.

Course as presented will take 24 hours (will include home work assignments) and should be augmented by a 16 hour NOAA specific section.

It is not foreseen that the complete 40-hour training course will include a practical portion. Minimum Line Office Practical Qualification Standards (PQS) should be required before a trained persons takes out a boat.

Training Group, SBSPC, and Paul Parsons to discuss training in more detail during separate conference call on January 13, 2006.

- b. Metrics (Dec. 2005)

Items discussed included definition of terms, “trackable” items, case examples, current measuring tools (safety council is using surveys to determine condition of Small Boat

Program), deficiencies and whether/how these should be incorporated in metrics, inspection programs

c. NAO 209-XXX Development (March 2006)

In general NOA ready for signature on (or earlier than) 31 March 2006 following review and approval by SBSB.

New document hierarchy to include:

First Tier: NAO 209-XXX (draft completed and ready for review by SBSB)

Second Tier: NOAA Small Boat Policy (NSBP) (use NOS's Vessel Policy as basis)

Third Tier: Line Office Small Boat Policy (LOSBP)

Fourth Tier: Vessel Operating Manual (VOM)

d. Small Boat Website (March 2006)

Progress to date was discussed: D&P submitted Functional Requirements Document to SBSPC and Paul Parsons for review and comments on December 14, 2005 (one comment received to date from Jerry Adams).

Website development was postponed indefinitely following instructions from Geoff Fuller. Work on website will be only resumed with Geoff Fuller's approval.

e. Risk Assessment (March 2006)

Wayne Hoggard leads this effort and has contacted regional contacts (Aircraft Training Center) for information. USCG offers a risk assessment training class, and regional office in Pascagoula is will to host a "train the trainer" course for the Small Boat Program on February 1st, 2006. The "Team Coordination Training" course can be used as an introduction into risk assessment for boat operations.

Floatplan should include a simple form of GARR model for risk assessment.

f. Boat Evaluations and Exams (March 2006)

Dan Price reported limited progress since last meeting. Although information had been captured, nothing was available to present to SBSB. New completion date was set for January 19, 2006. Dana Wilkes offered Dan assistance to move things along based on NOS' work on Small Boat Policy and Procedures.

In the absence of new policy guidance, SBSPC would contact the Line Offices and recant earlier policy changes. Inspection criteria for all small boats (qualified class II and above) would return to once per year by certified inspector.

3. Determination and possible vote on:

a. Desirability of "One" NOAA Vessel Policy (Tier 2 document)

It was unanimously decided that a "one" NOAA Small Boat Policy was desirable for all NOAA small boats (to be augmented by LO Small Boat Policy if needed).

NOS' Vessel Policy will serve as basis / template for NOAA Small Boat Policy.

b. Personal Flotation Devices Policy

SBSPC reported that no comments were received on the revised draft of the PFD. Paul Parsons would send out an electronic copy of the revised draft to all SBSB members. SBSPC would initiate a conference call to discuss the revised

PFD policy and the policy would be voted upon during the next meeting of the SBSB in February.

c. Inspections Requirements Criteria

It was decided that IRC could only be used as a reference source of inspection criteria since there is a significant challenge to identify the specific classification for each small boat and the associated inspection requirement criteria (some boat fall into multiple categories.)

4. Discussion on Milestones and Action Plan

Not discussed during this conference call (out of time).

5. Discussion on Small Boat Inventory

Not discussed during this conference call (out of time).

6. Determining Date and Place of Next Face-to-Face Small Boat Safety Board Meeting

At the end of the call (with a limited number of SBSB members still present) it was decided to propose February 9, 2006 as the date for the next all day SBSB meeting in Silver Spring, MD. SBSPC to convey this date to all SBSB members for consent.

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